

Judiciary and Law Enforcement Committee Meeting Minutes – Monday, May 16, 2003

Chairman Stamsta called the meeting to order at 8:50 a.m.

Present: Chairman Duane Stamsta, County Board Supervisors Keith Harenda, Mareth Kipp, Joseph LaPorte and David Swan. **Absent:** Supervisor Kathleen Cummings. Supervisor La Porte arrived at 9:05 a.m.

Also Present: District Attorney Paul Bucher, Clerk of Courts Carolyn Evenson, CJCC Coordinator Michelle Cyrulik, Public Works Director Rich Bolte, Labor Relations Manager Jim Richter, Senior Financial Analyst Mike Baniel, Building Operations Manager Dennis Cerreta, Programs and Projects Analyst and Self Help Coordinator Tera Nehring, Legislative Policy Advisor Mark Mader, and Office Services Coordinator Windy Jicha.

Approve Minutes of April 11, 2003

MOTION: Kipp moved, Swan second, to approve the minutes of April 11, 2003. **Motion carried:** 4-0.

Meeting Approvals

MOTION: Swan moved, Harenda second, for approval of the Judiciary Committee to attend the Waukesha County Sheriff's Department Awards Recognition Night on Tuesday, May 20, 2003. **Motion carried:** 4-0.

Executive Committee Report

Stamsta said at the last Executive Committee meeting the committee approved all appointments. They discussed the upcoming child support audit and scope. The audit will be a compliance audit. Also discussed were the outcomes of the Waukesha County Federated Library System annual and Act 150 reports. One of the biggest issues of debate is financing for equity of the use. UW-Extension staff discussed grant applications. Supervisor Cummings attended the meeting to discuss her proposed changes to chapter seven of the Waukesha County Code. Preliminary changes to chapters one through three of the county code were discussed. The committee heard an update on the state budget.

Discuss Intent to Apply for "Think Straight" Project Grant

Bucher said this grant develops, supports and facilitates collaborative approaches to measurably reduce crime by blending law enforcement, neighborhood organizing and youth development. It is a cooperative effort between the District Attorney's Office, Waukesha County Circuit Courts, Waukesha County Community Foundation, La Casa de Esperanza, Mediation Center, Medina Center, Waukesha Police Department and the U.S. Marshal's Office. Bucher said they felt that by partnering with these groups they could work together to slow down the progression of crime and save some kids. Safe & Sound is the business agent for this grant so no funds would be run through the county budget.

Bucher said his office would be involved in identifying, referring and monitoring youths for this program as well as making sure judges are aware of the program. A paralegal would take care of these duties. Health and Human Services staff would work as supervisory agents and be with the kids. This role would be similar to probation and parole officers. The agents would monitor kids in the field.

Supervisor La Porte arrived at 9:05 a.m.

Bucher said his department will get involved in the program in calendar year 2004. This will not affect his budget because no funds will be run through his office. The odds of getting this grant are high. Bucher said it is hard to say how this grant will affect communities outside of the City of Waukesha. It should benefit the entire county by keeping violence out of the county and producing better adults.

Bucher doesn't want this program to be a quick "pass through" for the enrolled youth. This program will be an intensive supervision program. He will be the actual onsite supervisor but staff working in the program will be paid through another agency. If this is phenomenally successful, he will ask it to come through his office.

Bucher said Safe & Sound needs to provide a cost benefit analysis to the grant providers. Bucher invited the supervisors to attend the program to observe how it works.

Future Meeting Dates

- May 30, 2003
- June 13, 2003

Mid-Year Update on Clerk of Courts Departmental Objectives

Evenson said she wanted to give the committee a mid-year update on her departmental objectives. Evenson referred to the Circuit Court Services departmental objectives for 2003 as outlined on page 77 of the county budget.

Objective 2 – Provide countywide security. This is a work in progress. A subcommittee is working on it.

Objective 3 – Upgrade on courtrooms. This objective is a frustration. There was an ordinance giving her department the funding to improve the courtrooms. The frustration is due to escalating costs. She anticipates coming back at capital projects time to change the scope of the project. Originally, the project started with eight rooms and they have voluntarily changed it to five. The majority of costs are coming from HVAC issues. Renovations on the first room should start in June.

Objective 4 – File standards. This objective is ongoing.

Objective 5 – Transition to Microsoft Office. This transition has occurred. They have gone to a new JAVA version of CCAP. All of the court equipment is new including computers, keyboards, software, etc. In June, the courts Email will change to the software used by the state courts systems. There will be a transition period while the Emails are changed and the address system is running. The District Attorney's office is already on this state system. They will no longer have to pay for email licenses for GroupWise software, which will save the county money.

Objective 6 – Develop business tracking models and reports. This process will allow them to understand statistics reports and analyze their business internally. They are going through a clean-up process right now by running queries to see if codes are being used uniformly. If the code isn't properly used, you won't be able to query the system and get correct results.

Objectives 8 and 14 – Objectives related to juries. Annually, the department requests 8,000 names from the Department of Transportation and transfers them into CCAP. From that list they send out a juror qualification questionnaire to determine if the people on the list qualify to be jurors. They are working to put this questionnaire Online to eliminate time spent on data entry in Evenson's office. The questionnaire lists the options of completing the form by hand or Online. This step reduces the costs of return postage and labor. They are reducing jurors' commitment of time from one month to two weeks.

Nehring said she put together statistics and then applied for a Justice Center Achievement Award. They are hoping to hear soon if they will receive the award. There is no money involved just prestige and the possibility of future grants. As of February 18, 2003, 25,445 people accessed the self-help center by phone, in-person or through the Website. 18,000 people accessed the Website. The total number of new case filings was 1,611. There were 400 pro se filings and 1,500 post judgment packets were sold. It is difficult to determine who used the post judgment forms. The object wasn't to increase the number of people representing themselves but to give people a chance to find the tools they need if they want to represent themselves. The newest thing in the works is a family legal clinic. The clinic will match customers with an attorney for a free 20-minute consultation. This service would be for people who are completing the process and need a few quick questions answered. Nehring is completing forms and instructions for the Internet so people can access the information from anywhere.

Overview and Update on Criminal Justice Collaborating Council

Evenson introduced Cyrulik and Cyrulik provided the committee an overview of her resume. She has been in this position for two months and has spent the time meeting with people to educate herself on the components and background of the council.

Cyrulik said they now have several established committees. The committees and chairs are:

- Program Alternatives, Chair Peter Schuler.
- Juvenile Justice, Chair Sam Benedict
- Data and Information, Chair Carolyn Evenson
- Jail and Huber Utilization, Chair Sheriff Trawicki
- Pretrial, Chair Michael Bundy
- Public Relations and Education, Chair Mayor Lombardi
- Executive Committee, Chair Judge Foster

The Data and Information Committee has been meeting since February to collect data from departments. They are creating a data warehouse in business objects to query the data. The committee is working with CCAP and IS to determine how to best put the data into the data warehouse. Once completed, this will allow the courts to provide research, data and program outcomes. The Pretrial Committee is the longest established committee. They are working hard to write an RFP to hire pretrial screeners. The Public Relations and Education committee hasn't met yet and will meet as needed.

Cyrulik said on May 5, all committee members met for an all day strategic planning session. They completed one, three and five-year goals and actions steps, and developed responsible parties. They did a revision of the mission statement. Once strategic planning is complete, they will report the results to this committee.

The committee took a five-minute break.

Status Update of the Communications Center

Bolte said they broke ground on the center and have a contractor. The rainy month has not allowed for a lot of building progress. They will be putting in the structural fill and foundations soon if the weather stays dry. They are still scheduled for January 17 as the occupancy date. There is going to be some utility relocation due to concerns about keeping all communication lines safe from diggers. There will be redundant phone lines to protect against this.

Bolte said Cerreta is the construction coordinator on this project. Mike Biagioli, Donn Hoffmann and Chris Petterson will coordinate the inner workings of the center. The equipment will be installed once the building is completed. They want the center to be open and ready for business in April 2004 but he thinks it will be closer to June 2004. There is a communications console set up in room 370A of the administration center so you can see what the dispatch stations will look like. The console and keyboard stand move so you can work sitting or standing. They are spending the money to get the best communications stations possible.

Swan asked who approves change orders? Cerreta said nothing can be done without a change order. The architect will prepare all change orders and Bolte and the contractor will sign them.

Status Update of the Justice Center

Bolte said the drawings for the center are complete and they are advertising for bids. They will prepare a spreadsheet of the collected bid data. There are many bid alternates so there is a lot of work to do before the June 26, Public Works Committee meeting to review bids. There are base bids coming in and 11 or so

alternates. If costs are low they can consider the alternates. If there is money, they will go through the alternates by priority. If the project bids are over budget, they will not look at the alternates. These bids won't be scored it is a matter of dollars and cents only.

Swan asked who determines the priority list? Bolte said his department will recommend the priority list. He is going to look at the numbers and add up the money and the cost of the alternates. Next, they will look at it from a building perspective as to what will extend the life of the building. From there, Bolte will take his recommendations to the Sheriff to review and finally, it will come before the committee.

Kipp asked what if the bids come in over budget? Bolte said they will work with the construction manager to find changes and reductions to make the numbers work. The first attempt would be to save money without compromising the building structure. The bidding climate is favorable.

Bolte said the ground breaking is scheduled for July 10, 2003 at 10 a.m. The underground fuel tank and bullpen will be removed. They've purchased the last of the houses and they are coming down soon. There will be a long walk from the back parking lot to the courthouse. The back parking lot will be used for a staging area for the building process and no additional parking will be provided during the building project. It will be messy. Bolte said public parking in the lot south of the county board office will be removed shortly and changed to reserved parking for judges and the disabled. After the completion of the building the handicap spots will be removed and it will become a gated parking lot. There will be driving and parking access to the Medical Examiner's office and the Sheriff's Department. The entrances to the departments won't change, just the parking lot. When the jail is ready to open, there will only be two main entrances to the courthouse and administration building.

158-O-018 Creation of Positions for Waukesha County Communications Center

Bolte said this ordinance creates the positions to staff the Communications Center. The ordinance looks at the positions comprehensively even though some of them do not affect the 2003 budget. Bolte went through the dates of hires for these employees as outlined in the ordinance. They wrote this ordinance comprehensively so the committee could see how everything fits together. For those positions that are to start in 2003, there is money in the budget to cover salaries. Bolte said a telecommunicator is the correct term for a dispatcher.

Swan said he would like to see the salary ranges annualized.

Richter handed out a flow chart of what the Department of Public Works will look like once the Communications Center staff is added.

Bolte said Richard Tuma was hired as the Communications Center Manager as a contractor on May 5. Bolte is very happy to get someone with his qualifications for the position. Tuma then gave a quick review of his resume. Tuma has been invited to Oconomowoc to discuss the possible entry of that community into the center. Bolte thinks that Mukwonago and Oconomowoc will eventually join the center.

MOTION: Swan moved, Harenda second, to approve 158-O-018 Creation of Positions for Waukesha County Communications Center. **Motion carried:** 5-0.

158-O-016 Communication Center Supervisor Wage and Benefit Transition Plan and Telecommunicator Retention Plan

Richter said this ordinance will address three components. The board previously adopted a transition plan for the dispatchers of LACS and Brookfield. What was not included in that plan, was how to deal with

supervisors who come to the county from non-union positions. This ordinance allows the non-union supervisors to come to the county under the same union rules as the other telecommunicators and also provides consistency with the hires.

The second component, found on lines 29-33, deals with the one-time retention program. Employees coming to the communication center will invest a lot of time and training to make the center work. To keep the people on board, the county will offer a one-time incentive to retain employees. This payment is an incentive to get employees to stay especially if they become uncomfortable with the learning curve. After completing the probationary period of six months, they will receive a payment of \$500. It will be a difficult transition and anything we can do to keep qualified people is important. A transition dispatcher will have a shorter probationary and training period than a brand new hire.

The third component of the transition process involves the Communications Center Coordinator. The board approved the position for the Communications Center Coordinator. This position sunsets in December 2004. There is a lot of coordination that needs to be done and so it is important that the coordinator stays on board until the position sunsets. This payment will help get the best quality work from the coordinator and enhance them to stay on the job until coordination is complete. If the coordinator leaves before the position sunsets, there will be no payment made.

MOTION: Kipp moved, Harenda second, to approve 158-O-016 Communication Center Supervisor Wage and Benefit Transition Plan and Telecommunicator Retention Plan. **Motion carried:** 5-0.

Motion to Adjourn

MOTION: Harenda moved, La Porte second, to adjourn the meeting. **Motion carried:** 5-0. Meeting adjourned at 11:39 a.m.

Respectfully submitted,

Kathleen M. Cummings
Secretary